



ALAMEDA COUNTY  
TRANSPORTATION COMMISSION

# Associate Program Analyst (Project Analyst)

## HR23-02



DEADLINE TO APPLY

This recruitment will remain open until filled. Candidates are encouraged to apply early in the process for optimal consideration.

The first review of resumes will take place on April 30, 2023.



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## THE OPPORTUNITY

Under the supervision of the Director of Project Delivery, the Associate Program Analyst (Project Analyst) will:

- Provide complex program and administrative support in the development, implementation and administration of the Capital Project program;
- Support the day to day administration of the program; monitor, report, and regularly coordinate with project managers, architectural and engineering consultants, and construction contractors;
- Foster cooperative working relationships with internal workgroups, various local agencies, and regulatory agencies;
- Support the evaluation of practices and procedures for operational, policy, and procedural improvement;
- Oversee and conduct program evaluations; and
- Develop, summarize, and maintain administrative and fiscal records and contracts.



## THE AREA

Alameda County is the geographic center of the San Francisco Bay Area, located east of the San Francisco Bay, extending to Livermore in the East and from Albany in the North to Fremont in the South. Alameda County encompasses 813 square miles of land and has a population in excess of 1.6 million, making it the second most populated county in the Bay Area.

## THE ORGANIZATION

Alameda County Transportation Commission (Alameda CTC) is a joint powers authority that plans, funds and delivers transportation programs and projects that expand access and improve mobility in Alameda County. Alameda CTC was created by the merger of the Alameda County Congestion Management Agency and the Alameda County Transportation Improvement Authority in order to allow for better coordination of transportation planning and programming within the County, as well as position Alameda County jurisdictions and transit agencies to better compete for limited state and federal transportation dollars.

**Together, We Deliver Excellence.** Alameda CTC is invested in making a positive impact. Our staff values a nurturing environment with visionary thinking to deliver our mission. We embrace the diversity of our vibrant teams and actively collaborate toward our common goals. Staff at Alameda CTC advance inclusivity and trust through open, honest, and respectful communication. Our culture is built together, day by day, in every action we take.

**We Are, Who We Serve.** Alameda CTC is committed to serving the people of Alameda County. We aspire to be people-centric by celebrating those who bring their authentic selves to work and we support the needs of our very diverse communities. We strive to cultivate opportunities that address historical inequities by inviting and engaging multiple perspectives. We set the standard for diversity, equity, and inclusion and our leadership cultivates a workplace that empowers staff to reach their potential.



## THE IDEAL CANDIDATE WILL:

- Understand and have experience with the practices of program administration for capital projects that are on the state highway system, arterials or rail crossings.
- Be adept at collaboration and building strong partnerships with a wide variety of local agencies and consultants.
- Possess excellent knowledge of research and reporting methods, techniques, and procedures, and be able to support efforts to report on the Capital Projects program.
- Be passionate about supporting the delivery of regionally significant capital project by collaborating with others to ensure the development of a successful Capital Projects program.
- Understand the development and the work breakdown structure of pre-construction phases to support project managers in maintaining or identifying any delays in schedule and cost overruns.
- Have experience in the administration of local agency responsibilities for projects in construction.
- Provide a high level of customer service by effectively dealing with the public, vendors, contractors, and local agency and Alameda CTC staff.
- Communicate effectively in person, over the telephone, and in writing.

## EXAMPLES OF ESSENTIAL RESPONSIBILITIES

- Supports the administration of the Alameda CTC's Capital Projects program by assisting Project Managers as directed.
- Supports Project Managers in administrative efforts related to the contract management of capital projects.
- Analyzes and reports on project schedules, project expenditures and overall Capital Program expenditures as directed by the Director of Project Delivery.
- Monitors and reports progress on contracts administered by the Capital Projects group.
- Prepares staff reports and PowerPoint presentations and gives presentations at committee meetings as assigned.
- Develops strong partnerships with project partners and Architectural and Engineering (A&E) and Construction firms to foster a collaborative working environment and ensure program success, such as ensuring invoices are consistent with contract terms and conditions.
- Participates on various Project activities such as Public Outreach Pop-Up events, Open Houses or Community presentations as assigned.
- Reviews and files required project documents for completeness.
- Coordinates internal Alameda CTC resources for internal Project activities such as budgets, cash flow, project controls, and finance or contract documents.
- Coordinates internal Alameda CTC resources for external Project activities such as Environmental Document publications, Public hearing notices, Website posting, and Fact Sheet updates.
- Monitors and reports on use of external funding sources, and Department of Industrial Relations compliance.
- Monitors changes in policies, laws, regulations and technology as it pertains to project delivery.

- Identifies areas for procedural changes.



## QUALIFICATIONS

- Equivalent to graduation from an accredited four-year college or university with major coursework in transportation planning, project management, business administration, public administration, or a related field.
- Three (3) years of responsible professional-level experience in the transportation field related to area of assignment.
- Possession of, or ability to obtain, a valid California Driver's License by time of hire.

## COMPENSATION AND BENEFITS

The annual salary range is \$92,962 to \$120,850, depending on qualifications and experience.

The Alameda County Transportation Commission offers a generous benefits package including:

- Cafeteria Plan which employees can use to choose the following:
  - Health, Dental, and Vision Insurance; and
  - Life, AD&D, and Long-term and Short-Term Disability Insurance.
- Retirement Program in the California Public Employee Retirement System (CalPERS):

- Classic Member (current member of CalPERS) - 2.5% at age 55 (employee contributes 3%)
- New Member (under new PEPRAs laws) – 2% at age 62 (employee contributes 6.25%, subject to change by CalPERS at the beginning of each fiscal year)
- Vacation Leave: Starts at 10 days per year and increases based on years of service.
- Sick Leave: Accrued at 1 day per month.
- Holidays: 11 paid holidays, plus 2 floating holidays, per year.
- Other benefits include transit subsidy, flexible spending accounts, 457 retirement plan, flexible hybrid work schedule, tuition assistance, etc.



## TO APPLY

To apply for this opportunity, please visit the Alameda CTC website and download and application at: <https://www.alamedactc.org/get-involved/careers-jobs/>

Complete application packets must include a cover letter, resume, and application and be sent by email to [recruitment@alamedactc.org](mailto:recruitment@alamedactc.org). Alternatively, you can mail the completed application materials to:

**Attn: Recruitment**  
**Alameda CTC**  
**1111 Broadway, Suite 800**

Oakland, CA 94607

**Incomplete applications will not be considered.**

This recruitment will remain open until filled; however, candidates are encouraged to apply early in the process. The first review of resumes will take place on April 30, 2023.

Alameda CTC is an equal opportunity employer encouraging workforce diversity and is committed to ensuring that no person is excluded from participation in, denied the benefits of, or discriminated against under its hiring activities on the basis of race, color, creed, sex, gender, religion, marital status, registered domestic partnership status, age, national origin or ancestry, physical or mental disability, veteran status, sexual orientation, gender identity/gender expression,

or medical condition including genetic characteristics. Title VI of the Civil Rights Act of 1964 provides protections against discrimination based on race, color and national origin; and 49 United States Code Section 5332 provides additional protections against discrimination based on religion, national origin, sex, disability, or age.

Employment at Alameda CTC is at-will.

The information contained herein does not constitute either an expressed or implied contract, and these provisions are subject to change.



